

Pre-Qualification Criteria

To participate in content development projects on the Government e-Marketplace (GeM) portal, such as creating PowerPoint presentations, demonstration videos, and Detailed Project Reports (DPRs) for the PM Formalisation of Micro Food Processing Enterprises (PMFME) Scheme, it's essential to understand the pre-qualification criteria and relevant guidelines.

Objectives

The selected agency will be responsible for developing high-quality content, including:

- **PowerPoint Presentations (PPTs)** for training and awareness programs.
- **Demonstration Videos** on food processing techniques and business operations.
- **FSSAI Packaging and Labelling Compliance** for various food products.
- **Detailed Project Reports (DPRs)** for different food product categories under the PMFME Scheme.

1. Eligibility Criteria for Technical Evaluation and Selection process:

1. A registered firm / Organization with appropriate credentials in providing services (in Food Processing area) to Central Government / State Government Department Institute / Research or Academic Institution including Public Sector Companies / Undertaking/ Autonomous bodies/ Multinational Companies / Private institution.
2. The agency should have **valid PAN /GST** registration as applicable and should submit the copy of each of the documents.
3. The Minimum average annual turnover of the bidder (3 years) should be 10 lakhs.
4. The bidder must have **minimum 3 years' overall experience** in e-Learning services of Food Processing for **government organizations, PSUs**, or reputed private firms in **content development related to food processing**, packaging, regulatory compliance, or entrepreneurship training and have completed **similar projects**. Details shall be provided per ANNEXURE-I.
5. Copy of contract / agreement / experience/ list of client details and satisfactory work completion certificate to be enclosed (on Letter Head).

6. The agency should have experience in developing training modules, video tutorials, and DPRs related to the food processing industry.
7. The bidder is required to submit model work/ **sample works** of previous PPTs, videos, and DPRs of course content as specified under in any relevant topic of the specified food processing domain mentioned under scope of work.

S.No	Particulars
1.	Power Point Presentation on processing, packaging and FSSAI guidelines (minimum-25 slides each) in PDF format.
2.	One Product development (or) Processing video with audio (AV) in English Language (duration 5-10 minutes). Mention the YouTube Link.
3.	Model Detailed Project Report in PDF format.
4.	Manual related to the training module (in English/ minimum pages 25 to 50) in PDF format.

8. The participant should enclose the details of contact person with telephone number and Email IDs (on Letter Head).
9. The bidder shall have minimum cumulative turnover of INR 3 lakhs in the last 3 years. (ANNEXURE-II)
10. The bidder shall provide a Subject Matter Expert (SME) having minimum qualification of food processing with 2 years' work experience in Content Creation or in similar subject and highly qualified, service oriented, competent and experienced e-learning Instructional Designers, possessing minimum 02 years of experience in this area with excellent content & graphic designing skills. Details shall be provided per ANNEXURE-III.
11. The participant is requested to mention their scope of regional languages (Minimum 4 languages) into which the course content can be converted by them (on Letter Head).
12. All bids are technically evaluated the technically qualified bidders shall be ranked highest to lowest Technical Score (TS) in accordance with the marks obtained

during the technical evaluation stage. Minimum cut-off for Technical Qualification shall be 70%. The criterion for Technical Evaluation is as follows:

S.No	Parameters	Mark	Break-up of score	Documentary Evidence
1.	Experience in developing e-Learning content Submit: ANNEXURE-I	20	Bidder must have successfully hosted e-Learning content for any of the known e-Learning portals such as iGOT/ Coursera/ edX/ MOOC/ PMFME Any other LMS. For every 10 minutes of content 1 Mark shall be awarded (Maximum possible marks are 20)	Client list/ previous work order and performance certificate need to be enclosed.
2.	Cumulative Turnover E-Learning services in last 3 years (2021 to 2024) Submit: ANNEXURE-II	10	The bidder shall be evaluated based on the value of similar work carried out in last 3 years (2021 to 2024). Scoring shall be based on below criteria: For every Rs 3 Lakhs turnover 1 Mark shall be awarded on pro-rata basis up-to two decimal points (Maximum possible marks are 10)	GST Invoice should be attached for the last 3 years
3.	Experience of the key staff of bidder on payroll of the bidder. Submit: ANNEXURE-III	20	Number of personnel with expertise in eLearning design, authoring and development: <ul style="list-style-type: none"> • SME or Learning Consultants (Max Mark: 6) • Instructional Design or Instructional writing (Max Mark: 5) • Graphic Design (Max Mark: 3) • Project Management (Max Mark: 3) • Animators/ A/V Editors (Max Mark: 3) For every 1 personnel 1 Mark shall be awarded (Maximum possible marks are 20)	PF Challan to be enclosed for 2 years.
4.	Presentation by the Bidder	50	Evaluation criterion for Model Course Material is as follows: i. Power point presentation (Technical aspects on Subject and Quality of Presentation): 15 Marks ii. AV Presentation (Video Resolution, Subtitles, Equipment live processing and Voice Over): 20 Marks. iii. Manual (Subject Content, Flow diagrams/info graphs & FSSAI Regulation): 15 Marks	Previous documents need to be attached for PPT, A V Presentation and Manual (Refer the point no. 15)
	Total marks	100		

13. As per Ministry of Finance, DoE, G.O No.F.9/4/2020-PPD dt.12/11/2020, the participant is to furnish a Bid Security Declaration in the prescribed format and the EMD amount is Rs 25,000/-
14. Please note that only online Bids will be accepted. HARD COPIES SHOULD NOT BE SENT.
15. Submit the presentation file in pen drive in a sealed envelope before the tender close.

16. Other terms and conditions

- a. NIFTEM-T shall acknowledge only those successful bidders who will qualify as per the evaluation criteria.
- b. The successful bidders, will have to enter into an agreement with NIFTEM-T comprising of the clauses as per parameters mentioned in this document. Suitable and mandatory changes will also be added in the agreement for smooth execution of the contract.
- c. The successful bidder is required to execute a Bank Guarantee for an equivalent amount of Rs.25000/- (Rupees Twenty-Five Thousand only) before taking up any work valid for the entire duration (including extendable period) in favour of the DIRECTOR, NIFTEM-T, Thanjavur from Nationalized bank.
- d. The entrusted work should be completed within 45 days of its allocation and may vary according to the need.
- e. The developed course content will be evaluated by technical experts and if any required corrections suggested should be carried out by the participant/agency and after concurrence of technical experts only the work will be approved.
- f. Access to database of organization related to this field, ensuring that there are no copy right issues, of Pictures/ content / process / product and plagiarized content from any other institute/ individual patented works and NIFTEM-T shall not be liable for any IPR related issue subsequently.
- g. All deliverables (videos, PDF, PPT, graphics along with source files) shall

be shared with NIFTEM-T in person or online meeting at the time of review. A copy of the final content in USB drive and via email shall be provided to the faculty.

- h. The SDAC certificate (Service Delivery Acceptance Certificate) will be provided once the content is scrutinized by the committee members and final correction will be done by the agency.

ANNEXURE-I

List of Client list/ previous work order (Copy of contract / agreement must be provided)

[illegible]

ANNEXURE-II

Cumulative Turnover E-Learning services

S. No.	Financial Year	Overall annual turnover (in Lakh Rs.)
1	2021-22	
2	2022-23	
3	2023-24	

Signature of the authorized signatory

Full name of authorized signatory

Stamp & Date

Signature of Chartered Accountant/Cost Accountant/

Statutory Auditor of Bidder

ANNEXURE-III

List of SME/e-Learning experts/ consultants on payroll

S. No.	Name	Designation	Qualification	Relevant Experience

Signature of the authorized signatory

Full name of authorized signatory

Stamp & Date